

**LANCASTER COUNTY
ASSISTANT JUVENILE MENTAL HEALTH ADMINISTRATOR**

NATURE OF WORK

This is responsible management and administrative work assisting with the planning and development of the System of Care for the Office of Juvenile Mental Health.

Work involves assisting with planning, development and implementation of detailed programs required to establish an effective system of care for children diagnosed with a serious emotional disturbance who are in or at risk of entering the juvenile justice system and for wards of the State residing in Lancaster County; developing goals and objectives to meet community intervention expectations; and evaluating and monitoring program effectiveness. An employee within this classification exercises considerable discretion and judgment in the performance of their work responsibilities. Acts as Juvenile Mental Health Administrator in his absence. Supervision is received from the Juvenile Mental Health Administrator with work reviewed in the form of reports, conferences and overall program effectiveness and results achieved.

EXAMPLES OF WORK PERFORMED

Assist the Administrator with efforts to achieve the development of a community system of care; develop goals and objectives to meet community intervention recommendations and expectations.

Assist the Administrator with the development, implementation and revision of system policies and procedures; evaluate and monitor program effectiveness; facilitate meetings with collaborative partners in order to achieve program goals.

Assist with the development and oversight of agency budgets; approve and track program funds and expenditures; complete required budgetary documentation and reports.

Negotiate and manage contracts with service providers in the system of care to assure compliance.

Assist with the recruitment, selection, evaluation and discipline of agency employees; plan, organize and supervise the work of subordinate staff; plan, develop, coordinate and implement agency programs which maintain a progressive approach to the care of youth within the community.

Act as Juvenile Mental Health Administrator, in his absence and when directed to do so.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the sociological, behavioral and cultural factors influencing the needs of emotionally disturbed children.

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HEALTH ADMINISTRATOR

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Considerable knowledge of mental health principles, current practices in assessment and methods of treatment pertaining to the delivery of mental health services to clients.

Considerable knowledge of juvenile justice agencies and the services available.

Considerable knowledge of program administration and service development.

Ability to communicate effectively both orally and in writing including the delivery of oral presentations and written reports.

Ability to make professional and administrative decisions within the framework of grant and contract parameters, and county rules and policies.

Ability to establish and maintain effective working relationships with governmental officials, community leaders, representatives from human service, mental health and juvenile justice systems and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major coursework in social work, psychology, education or related field supplemented by a Master's Degree in social work or other appropriate field plus experience in program development and management within the mental health field.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in public administration, organizational development, social work, psychology, education or related field plus considerable experience in the provision of mental health services or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
County Board Chair

Personnel Director

5/2003

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